
From: Patterson, Leslie
To: Hoff, David; Weimer, Noreen
CC: Wheatley, Jessica
Sent: 6/13/2016 12:01:19 PM
Subject: RE: EPA-R5-2016-005983 Collection Memo

David, only the first picture is showing up, it looks like there should be some more screen shots.

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From: Hoff, David
Sent: Thursday, June 09, 2016 8:04 AM
To: Patterson, Leslie ; Weimer, Noreen
Cc: Wheatley, Jessica
Subject: EPA-R5-2016-005983 Collection Memo

Leslie and Noreen. You may wish to edit the instructions below before distributing to potential custodians. I have contacted HQ and they will to a metadata only search of Outlook so that we can get a rough count of the number of documents to be collected.

If you have responsive e-mails and/or electronic documents, you will be putting them into a collection database located here ==> EPA-R5-2016-005983 Collection: [Notes Link](#)

After clicking on the above link, Notes will likely ask you which servers to search. The database is located on R5Notes8. If this option does not show up on your dropdown menu, please type it in to the "Other unlisted server(s)" field.

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Please note - This link will appear again, below, in relevant parts of this message.

PLEASE READ ALL THE DIRECTIONS IN THIS E-MAIL MESSAGE BEFORE PROCEEDING.
Please provide all responsive e-mails and documents into the collection database by [date].

What general instructions apply?

Once you have determined that an e-mail or document is responsive, you may not destroy or delete it in the immediate future.

Please keep track of the time that you spend working on this FOIA request. Record your time down to quarter-hour increments. After you have completed all of your tasks related to this FOIA, please provide the total amount of time that you spent searching for and reviewing documents to your FOIA coordinator.

Steps to review and include your e-mail messages (and attachments) in the collection database:

1.) Index your e-mail.

Access your e-mail "All Documents" folder.

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In the upper left corner of your Notes screen, select (File/Application/Properties).

Select the tab with the magnifying glass icon. Once there, click the Create Index button, make the selections below, and click OK.

<< OLE Object: Picture (Device Independent Bitmap) >>

<< OLE Object: Picture (Device Independent Bitmap) >>

Important: indexing a large mail file will take several hours.

Close the Applications Properties box.

You can continue to use your e-mail normally while the indexing process is running.

The Notes server performs the indexing on the server; you do not need to keep your PC on and in e-mail while the indexing process is running for your active email.

2.) Create a folder to hold your search results.

In your in-box, right-click on the top-level folder and select New Folder.

Name the Folder "SearchResults" and click OK.

If you already have a folder for this matter, then use that folder.

3.) Perform your broad search(es) for responsive documents.

IMPORTANT: wait at least 2 hours for your (Step 1) index to complete.

On the listings at the left side of your in-box, select View, then All Documents.

Click the magnifying glass icon near the top of your Notes screen to access the Search function.

Make sure that your e-mail is indexed: you should see a green ball << OLE Object: Picture (Device Independent Bitmap) >> and "Indexed" to the right of the search function.

Copy and paste this search string into the search bar:

((SDDL OR "south Dayton dump") AND ("fly ash" OR transformers OR PCBs OR solvents OR waste OR disposal OR transport OR hazardous OR DP&L OR DPL OR "Dayton power and light" OR "Dayton power & light" OR Grillot OR Grilliot OR Boesch OR Ottoson)) OR ((Grillot OR Grilliot OR Boesch OR Ottoson) AND (DP&L OR DPL OR "Dayton power and light" OR "Dayton power & light" OR "fly ash" OR disposal OR waste OR solvents OR PCBs OR transformers))

Perform your search and results will appear below the Search window.

Select Edit/Select All,

Click Actions/Folder/Move to Folder

Select the SearchResults Folder

click the Add Button!

4.) Review your Search Results.

Look at the documents you've found!! Often some documents may have been added accidentally from the search results, just because the search string you used selected documents that don't have anything to do with what you are looking for. **MOVE** those documents to another folder or use **REMOVE** from folder.

5.) Put what you found into the collection database.

Click the link, below, to the collection database to open it.

EPA-R5-2016-005983 Collection: [Notes Link](#)

Above the top dark blue border in the database, you will see a tab labeled "Collection..." You will be using this tab to switch between the collection database and your e-mail.

* Open your e-mail and find your folder with responsive documents.

* Open a folder and select Edit/Select All from the menu bar (at the very top left of your Notes screen).

* Select Edit/Copy from the menu bar.

- * Select Edit/Deselect All from the menu bar **(IMPORTANT!!)**.
- * Return to the collection database by clicking the "Collection..." tab.
- * Open the "All Documents" folder.
- * Select Edit/Paste from the menu bar at the very top left of your Notes screen.

Repeat these steps until you have copied all of your search results from your e-mail to the collection database. **Be sure to include any search results from your e-mail Archive(s).**

6.) Remember your e-mail Archive(s).

Region 5 has had mailbox size limits in place for a number of years. In order to search all of your e-mail for responsive documents, you must also search your Archive.

Access your archive from your Notes in-box by clicking on:

Tools (selection at left under In-box, not the Tools button)

Archive- This may open an archive.

If it doesn't, click on EPAWORK and look for a folder called archive or lnarchive or something similar. In that folder you should find a file named a_ yourname.nsf (with something like your name or id e.g. "a_gwashi.nsf" if your name is George Washington.

Repeat steps (1-5), above. (However, for e-mail archives on your C drive, indexing will only take place while Notes is running; however, you do not have to have the archive database open.)

THINGS YOU SHOULD NOT DO WHEN PERFORMING AN E-MAIL SEARCH IN LOTUS NOTES:

1. Do not delete items from folders. Either drag/drop them between folders, or select Actions/Folder/Remove from Folder.

2. Do not copy/paste search results into folders. This is a really BIG no-no. You will create duplicates that will appear in future searches and potentially an infinite number of duplicates!!

We thank you for your time and efforts.

Again, if you have any questions, please contact your FOIA Coordinator, your Lotus Notes administrators, or David Hoff at 312-353-0623

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